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Report for Week Ending 8 January 1958
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

(1) Completed 28 actions requiring the printing of 687,100 copies or sets of blank forms. This represents an increase of 21 actions and an increase of 622,850 copies compared to last week.

✓ 1a (2) Three new and two revised forms were approved.

✓ 1a (3) Disapproved adoption of Suggestion # 58-188 to combine the copy-flo and the regular charge-out slip into a single form on the basis that a new machine form is now on order.

2. Assignments

a. Active

2c (1) Seventeen new and twelve revised forms are pending.

(2) One Employee Suggestion is being evaluated.

2d (3) We are again encountering difficulties using Form 1200 "Biographic Profile" on the IBM Electric Typewriter equipped with electronic eye tab key. The ohms resistance in the ink has increased to a point where the electronic eye does not operate. TSS is endeavoring to determine the reason for this resistance build-up.

25X1 (4) Pencil drafts of new and revised forms that will be incorporated [] have been forwarded to Logistics for coordination. Printing action will be taken upon return of the approved pencil drafts.

2d (5) Forms Survey for Printing Services Division is progressing with the design of 6 new forms for the []

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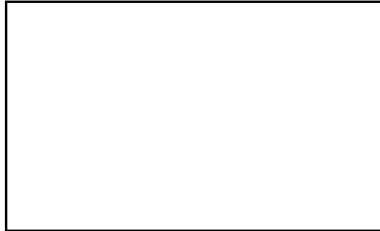
3. News

4 a. Testing of Form 1a by Printing Services Division and this Branch has been completed. The tests of the forms proved satisfactory and the stock has been released to the Supply rooms.

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- b. Testing of Form 180 "Biographic Data" has been completed resulting in the rejection of the entire order on grounds of failing to meet specifications. Replacement of the order has been requested within 15 days.
- c. National Cash Register have come out with 2 new products in NCR paper. One, they now manufacture a lighter weight (9# - 10#) NCR paper which will provide 12 to 15 clear legible copies. Second, they now have a new type of NCR paper that can be typed on without a ribbon in the typewriter. We have asked for more specific information on this paper as we feel that these are several places where it can be used to a great advantage.
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